



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Clerk Driver [Classified Non-Competitive]</b>			Salary <b>A07 \$27,988.07 - \$38,819.57</b>
Posting Number <b>71-16</b>	Position Number <b>009654</b>	Number of Positions <b>1</b>	Posting Period * From: <b>6/16/2016</b> To: <b>6/30/2016</b>
Location: <b>Division of Management and Administration Health and Agriculture Warehouse - Basement 369 South Warren Street Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>This position reports to the Supervisor, Central Warehouse and is responsible for performing the following duties:</p> <p>Receive, sort, record incoming/outgoing mail (certified and other) in the appropriate ledger and prepare all mail or packages for distribution.</p> <p>Drive mail/shuttle vans, light trucks or other Warehouse fleet vehicles (mail/shuttle vans/ light trucks) to pick-up and/or deliver staff, mail, hand-carry messages, packages, equipment or other supplies and items from/to any of our eight (8) Trenton area facilities and one (1) facility in Newark, New Jersey or other state agencies. This includes loading and unloading the vehicles, updating delivery records (i.e., mileage, obtaining signatures), and inspecting vehicles for proper operating condition.</p> <p>Conducts physical audit of Department assets, identifies from check list any missing equipment, and prepares an EXCEL report for the Supervisor's review and action.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>LICENSE:</b> Appointees must possess a driver's license valid in New Jersey.</p>			
<b>FILING INSTRUCTIONS</b>			
Forward your cover letter, resume and application for employment** to:  <b>Jill Velez, Executive Assistant 3 Management and Administration Reference Posting # New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360</b>		You can reply to this posting by emailing your cover letter, resume and application for employment to:  <b>PSTMA@doh.nj.gov</b>  * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">www.nj.gov/health/forms/dpf-663.pdf</a>	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**

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